



Natural Resources Conservation Service
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March 1, 2007

NEW MEXICO BULLETIN NO. 120-7-4

SUBJECT: ADS – PERSONAL PROPERTY MANAGEMENT – ANNUAL VEHICLE
VISUAL INSPECTION

TO: All Employees

ACTION REQUIRED BY: March 22, 2007

Purpose: To provide guidance regarding required annual vehicle safety reporting requirements.

Expiration Date: September 30, 2007

In accordance with the Natural Resources Conservation Service Property Management Manual, NRCSPMR 104I-38.502-70, all operators of agency-owned motor vehicles (including ATVs, snowmobiles and trailers) are required to complete an annual visual and safety inspection. Attached is a report of all vehicles in New Mexico sorted by location. Also attached is the Annual Vehicle Visual Safety Inspection form. The inspection results will be used to aid NRCS New Mexico's Accountable Property Officers (APOs) with vehicle and property management. The 2007 Vehicle Inspection is to be completed by March 22, 2007.

ALL VEHICLE OPERATORS:

Please complete the attached checklist by the date stated. Please retain one copy for the local vehicle file and return a second copy to Bridget M. Biernat, Local Fleet Program Coordinator, at the NRCS New Mexico State Office. Bridget will consolidate and forward a report to the Accountable Property Officers regarding the results of the inspections for appropriate action. If there are any errors on the attached spreadsheet, please let Bridget know.

If you have any questions, please contact Rosabeth R. Garcia-Sais, State Administrative Officer, at 505-761-4411.

/s/

DENNIS L. ALEXANDER
State Conservationist

Attachments